



Park Shelter Inventory Guide



Last updated October 4, 2019

Reservations always take priority!

Contact:

Normal Parks and Recreation

100 East Phoenix Avenue

Normal, Illinois 61761

www.NormalParks.org

(309) 454-9540

OFFICE HOURS: Mondays-Fridays 8:30am-5:00pm

Shelter Reservations

The Town of Normal Parks and Recreation Department has several picnic shelters that can be reserved for a nominal rental fee for reunions, birthday parties, family gatherings and much more. Reservations by individuals or groups are taken beginning the first business day in March at the Parks and Recreation office. **Reservations are NOT available online**. All remaining Town of Normal shelters that are not able to be reserved are available daily to the public on a first-come, first-serve basis.

Renting a Shelter

There is a shelter rental fee to reserve the nine (9) shelters currently available. Rental fees are charged for reservations April 15 through October 15 of each year. Park shelters may be reserved between the hours of 9:00am and 9:00pm (exceptions may be granted by the Director). Reservations are valid for the entire day.

The following is a list of park picnic shelters that can be reserved through the Normal Parks and Recreation office:

SHELTERS	Page	Address	Weekday Rates (Mon-Thu)	Weekend/Holiday Rates (Fri-Sun & Holidays)
David S. Anderson East Shelter	4	501 E. College Ave.	\$30	\$50
Fairview Park Shelter	5	801 N. Main St.	\$30	\$50
Ironwood Park Shelter	5	1900 N. Linden St.	\$30	\$50
Maxwell Park Shelter	6	307 N. Parkside Rd.	\$30	\$50
One Normal Plaza Shelter	6	1000 Beech St.	\$30	\$50
Shepard Park Shelter	7	750 Hershey Rd.	\$30	\$50
Underwood Park South Shelter	7	200 Jersey Ave.	\$30	\$50
Underwood Park Brander Shelter	8	900 S. Linden St.	\$30	\$50
David S. Anderson West Shelter	4	501 E. College Ave.	\$20	\$40

Rental Policies

Priority: Town of Normal sponsored and co-sponsored activities and programs have priority in scheduling the use of all facilities. All other requests will be handled in the order in which they are received.

Two groups that are able to reserve shelters at no charge:

- Town of Normal Departments and Co-sponsored events
- Unit 5 schools (in Normal) per inter-governmental agreement

Renter Eligibility: You must be 18 years of age or older and be authorized by the applicant/organization (if you are not the applicant), to sign a reservation agreement. Chaperones: When the planned activity is primarily for people under 18 years old, the person signing the reservation agreement will be responsible for the entire group. The renter of the pavilion must be present during the entire duration of the event.

Bring Your Receipt with You: Your receipt is your confirmation of rental; bring it with you to the shelter. If the shelter is occupied at the time of your rental, show the users your receipt and politely request they vacate the shelter. A shelter sign indicates that reservations have priority.

If you experience any problems with your reservation during normal business hours, contact: Normal Parks and Recreation Department at (309) 454-9540 Monday-Friday 8:30am-5:00pm except for holidays. Outside of normal business hours, please contact the Normal Police Department non-emergency number at (309) 454-9535.

Cancellation: All requests to cancel a shelter reservation must be made in writing. Cancellation requests received 14 or more days from the reservation date will be refunded less a \$5 processing fee. Refund will be issued via check/household credit. ***Cancellations with less than 14 days' notice from the reservation date will not be refunded.***

Inclement Weather: We rent our picnic shelters “rain or shine”. **Please be aware that the rental fee for a picnic shelter will not be refunded in the event of inclement weather.** Under dire weather circumstances the Department, at its discretion, may permit rescheduling the rental or provide a refund.

Sound Amplification: If you are planning on having amplified sound at your event (microphones, DJ's, loud music, etc.), you must go to the Normal Police Department – 100 East Phoenix Avenue, to obtain a Sound Amplification Permit.

Renter Responsibilities

All applicants requesting use of park shelters must observe the following guidelines and requirements:

Trash: The renter must leave the shelter area in a clean and orderly condition. Trash must be properly disposed of.

Damages: Any and all damages to Town property, while being used by the renter, will be the responsibility of the renter and payable in full to the Town of Normal. Payment will include the costs of all labor, materials, and supplies to repair the damage or replace damaged materials. The Parks and Recreation Department reserves the right to decline renting to patrons who have incurred damages to Town property in previous rentals.

Liability: The Town assumes no liability for the renter's use of the shelter. As a condition of use, the applicant shall hold the Town harmless from any claim or liability arising out of any activity or conduct of the renter while using the shelter.

Town of Normal Park and Shelter Rules:

- Parks open at 6:00am and close at 11:00pm.
- Alcoholic beverages are **NOT ALLOWED** on park property.
- Fires in grills only.
- Dogs must be leashed. **CLEAN UP AFTER PETS!**
- Motorized vehicles are not allowed on Park property, other than designated roadways and parking lots. Vehicles are not allowed to be parked on the grass or driven on the grass to unload equipment.
- Renters **may not charge for admittance** to events. Renters **may not solicit services or sell food, merchandise, or goods on Town of Normal property** without prior written approval from the Parks and Recreation Director.
- All decorations must be cleaned up after the rental. No stapling or taping of decorations or table cloths.
- Inflatable games/toys must be commercial grade from an approved vendor (insurance must be provided). Homeowner or individual/personal owned inflatables are not allowed on Park property.
- Electrical service is limited in pavilions. The Parks and Recreation Department is not responsible for providing power for inflatables or for tripped breakers.

Non-Profit Activities: Town parks may be used for fundraising activities that exclude private or for-profit purposes. Entry fees may be charged for events and tournaments provided that all proceeds benefit the non-profit. The Town may request a signed financial account of actual expenses and revenues within (7) days post-event.

Shelter Information

Shelter capacity is an estimate for standing capacity on the concrete pad of open-air shelters. Seating capacity was determined by picnic table seating. *We have identified park amenities, grills available near shelters, whether electricity and water are available (faucet on each drinking fountain), and if restrooms are permanent buildings or a portable toilet.*

NOTE: Water at restrooms and drinking fountains are available mid-April through mid-October. Late October through early April, permanent restrooms and water fountains are winterized and unavailable for use. Portable toilets are available during winter months.

Park: David S. Anderson Park East Shelter

Location: 501 East College Avenue

David S. Anderson Park includes a playground, lighted ball diamond, lighted tennis courts, basketball court, a born-learning paved trail, and the Anderson Aquatic Center.



Shelter Capacity	Seating Capacity	Picnic Tables (#)	Grills (#)	Electricity	Water	Restrooms
180	96	12	2	Yes	Yes	Building

Park: David S. Anderson Park West Shelter

Location: 501 East College Avenue

David S. Anderson Park includes a playground, lighted ball diamond, lighted tennis courts, basketball court, a born-learning paved trail, and the Anderson Aquatic Center.



Shelter Capacity	Seating Capacity	Picnic Tables (#)	Grills (#)	Electricity	Water	Restrooms
90	48	6	1	Yes	Yes	Building

Park: Fairview Park

Location: 801 North Main Street

This park is home to the Fairview Family Aquatic Center and includes restrooms, picnic shelters, two playgrounds, lighted ball diamond, lighted tennis courts, soccer field, Skate Park, and easy access to Constitution Trail.



Shelter Capacity	Seating Capacity	Picnic Tables (#)	Grills (#)	Electricity	Water	Restrooms
210	112	14	2	Yes	Yes	Building

Park: Ironwood Park

Location: 1900 North Linden Street

Ironwood Park includes the picnic shelter, playground, lighted ball diamond, lighted tennis and pickleball courts, community garden and has easy access nearby to Constitution Trail.



Shelter Capacity	Seating Capacity	Picnic Tables (#)	Grills (#)	Electricity	Water	Restrooms
180	96	12	2	Yes	Yes	Portable

Park: Maxwell Park

Location: 307 North Parkside Road

Maxwell Park features a large playground area, lighted ball diamonds, lighted tennis courts, basketball court, horseshoe pits, disc golf course and a dog park.



Shelter Capacity	Seating Capacity	Picnic Tables (#)	Grills (#)	Electricity	Water	Restrooms
210	112	14	2	Yes	Yes	Building

Park: One Normal Plaza

Location: 1000 Beech Street

One Normal Plaza includes amenities such as a picnic shelter, a playground, ball diamond, football field, soccer field, In-Line Hockey Rink and the Food Forest.



Shelter Capacity	Seating Capacity	Picnic Tables (#)	Grills (#)	Electricity	Water	Restrooms
210	112	14	2	Yes	Yes	Portable

Park: Shepard Park

Location: 750 Hershey Road

Shepard Park has restrooms, a picnic shelter, a playground, lighted ball diamonds, a basketball court and dog park.



Shelter Capacity	Seating Capacity	Picnic Tables (#)	Grills (#)	Electricity	Water	Restrooms
210	112	14	2	Yes	Yes	Building

Park: Underwood Park South Shelter

Location: 200 Jersey Avenue

Underwood Park includes a large playground, restrooms, lighted tennis courts, basketball court and large open area for soccer or other pickup games. There is also access to Constitution Trail.



Shelter Capacity	Seating Capacity	Picnic Tables (#)	Grills (#)	Electricity	Water	Restrooms
180	96	12	2	Yes	Yes	Building

Park: Underwood Park Brander Shelter

Location: 900 South Linden Street

The north end of Underwood Park includes our newest and largest shelter, with access to Constitution Trail and a future butterfly garden. The south end of the park includes a large playground, restrooms, lighted tennis courts, basketball court and large open area for soccer or other pickup games.



Shelter Capacity	Seating Capacity	Picnic Tables (#)	Grills (#)	Electricity	Water	Restrooms
240	128	16	2	Yes	Yes	Portable

First-Come, First-Serve Shelters

The Town of Normal Parks and Recreation Department has several picnic shelters that may not be reserved, but are available on a first-come, first-serve basis.

Town of Normal Park Shelter Rules:

- Parks open at 6:00am and close at 11:00pm.
- Alcoholic beverages are **NOT ALLOWED** on park property.
- Fires in grills only.
- Dogs must be leashed. **CLEAN UP AFTER PETS!**
- Motorized vehicles are not allowed on Park property, other than designated roadways and parking lots. Vehicles are not allowed to be parked on the grass or driven on the grass to unload equipment.
- Renters **may not charge for admittance** to events. Renters **may not solicit services or sell food, merchandise, or goods on Town of Normal property** without prior written approval from the Parks and Recreation Director.
- All decorations must be cleaned up after the rental. No stapling or taping of decorations or table cloths.
- Inflatable games/toys must be commercial grade from an approved vendor (insurance must be provided). Homeowner or individual/personal owned inflatables are not allowed on Park property.
- Electrical service is limited in pavilions. The Parks and Recreation Department is not responsible for providing power for inflatables or for tripped breakers.

The following is a list of seven (7) park picnic shelters in Town of Normal parks that are available on a first-come, first-serve basis daily.

Carden Park Shelter	1300 East Raab Road	Page 10
Carden Park – Safety Town Depot	1300 East Raab Road (behind Prairieland School)	Page 10
Constitution Trail – Ron Allers Shelter	621 South Linden (by Connie Link Amphitheatre)	Page 11
Fell Park Shelter	309 East Willow Street	Page 11
Martin Luther King, Jr. Park Shelter	210 North Towanda Avenue	Page 12
Rosa Parks Commons Shelter	105 East Raab Road	Page 12
Savannah Park Shelter	1010 Bull Street	Page 13

The following parks provide eleven (11) picnic shelters available on a first-come, first-serve basis in three prominent parks. There is no water or electricity available, but they are perfect for a picnic or small get together.

Fairview Park Shelters – Five (5)	801 North Main Street	Page 13
Maxwell Park Shelters – Three (3)	307 North Parkside Road	
Underwood Park Shelters – Three (3)	900 South Linden Street	

Park: Carden Park Shelter

Location: 1300 East Raab Road (behind Prairieland School)

Carden Park is located behind Prairieland Elementary School. This park offers a playground, fitness equipment, basketball court, soccer fields, t-ball field, paved Trail, and access to Constitution Trail.



Shelter Capacity	Seating Capacity	Picnic Tables (#)	Grills (#)	Electricity	Water	Restrooms
60	32	4	1	No	Yes	Portable

Park: Carden Park – Safety Town Depot

Location: 1300 East Raab Road (behind Prairieland School)

Safety Town is for ‘young drivers’ to ride bikes in a safe, low traffic area. It is very kid friendly with miniature signs, small scale roads and its own play equipment. The miniature fire truck is popular for kids of all ages. This facility can hold up to 20 people and includes picnic tables and a picnic shelter. There is also a playground, basketball courts and soccer fields located nearby.



Shelter Capacity	Seating Capacity	Picnic Tables (#)	Grills (#)	Electricity	Water	Restrooms
45	24	3	0	No	Yes	Fire Station

Park: Constitution Trail – Ron Allers Shelter

Location: 621 South Linden (by Connie Link Amphitheatre)

This shelter is located on the Constitution Trail and is highlighted by Connie Link Amphitheatre.



Shelter Capacity	Seating Capacity	Picnic Tables (#)	Grills (#)	Electricity	Water	Restrooms
60	32	4	0	Yes	Yes	Building

Park: Fell Park Shelter

Location: 309 East Willow Street

Fell Park is Normal's oldest park and a neighborhood park. It includes a playground, grass ballfield and basketball court.



Shelter Capacity	Seating Capacity	Picnic Tables (#)	Grills (#)	Electricity	Water	Restrooms
50	30	5	1	Yes	Yes	Portable

Park: Martin Luther King, Jr. Park Shelter

Location: 210 North Towanda Avenue

Martin Luther King, Jr. Park is a neighborhood park with one playground and a soccer field. It is located next to Sugar Creek Elementary School.



Shelter Capacity	Seating Capacity	Picnic Tables (#)	Grills (#)	Electricity	Water	Restrooms
45	24	3	1	Yes	Yes	Portable

Park: Rosa Parks Commons Shelter

Location: 105 East Raab Road

Rosa Parks Commons is a community park with a playground, soccer fields and access to Constitution Trail.



Shelter Capacity	Seating Capacity	Picnic Tables (#)	Grills (#)	Electricity	Water	Restrooms
60	32	4	1	No	Yes	Portable

Park: Savannah Park Shelter

Location: 1010 Bull Street

Savannah Park is a neighborhood park with street parking. It is entirely fenced in. Included are several playgrounds and a basketball court.



Shelter Capacity	Seating Capacity	Picnic Tables (#)	Grills (#)	Electricity	Water	Restrooms
75	40	5	1	No	Yes	Portable

Other Shelters available:

- Fairview Park Shelters – Five (5)

801 North Main Street
- Maxwell Park Shelters – Three (3)

307 North Parkside Road
- Underwood Park Shelters – Three (3)

900 South Linden Street

